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Letter to Hazel Johnson acknowledging documents received, September 8, 1989

J. Wesley Cochran

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*Southeastern Chapter
American Association Of Law Libraries*

September 8, 1989

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Dear Hazel:

Thank you for my copy of your memo of August 30 to the members of the Southeastern Chapter Publicity and Public Relations Committee. Everything looked fine, with one not-so-small error concerning the dates for the Annual Meeting and Institute. My 1990 calendar lists Thursday-Saturday as April 5-7 (not 2-5, as your letter indicates). Likewise, we will hold the Institute on April 7-8 (not 5-6). Someone probably has already brought that to your attention but I wanted to be sure that you and I are using the same calendar.

Shortly, I will be mailing my monthly memo to Chapter Officers and Committee Chairs. I plan to include a bit about what your Committee is doing. Hopefully, it will inspire some of the other members.

Again, thanks for your usual terrific job in organizing this committee. I believe that this organization can be passed from one year to the next so that each year the Committee can build on what was done the year before, rather than re-inventing the wheel.

Best regards,



J. Wesley Cochran, President
Southeastern Chapter of AALL

JWC/kb

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- DRAFT

Publicity and Public Relations Committee

Proposed Activities for 1989-1990

- I. Provide announcements of chapter activities to AALL
 - A. Appoint one individual to receive/solicit/distribute information
 - B. Require notification/solicitation from officers
 - C. Provide list of persons/publications to notify
 - 1. AALL Newsletter
 - a. Houdek column
 - b. Calendar
- II. Provide announcements of chapter activities to other chapters
 - A. Appoint two individuals to split chapters for notification
 - B. Provide list of chapter newsletter editors
- III. Establish contacts with library schools
 - A. Appoint one individual to compile list of schools
 - B. Appoint one/two individuals to correspond
 - 1. Send letters of introduction
 - 2. Send series of letters with info about meetings, scholarships, other information
 - 3. Offer speaker for career day, other activities
 - C. Appoint one individual to solicit speakers from area
 - D. Appoint one/two individuals to develop canned speech
- IV. Establish outreach to bar publications
 - A. Appoint in-state representative to establish contact with editor
 - B. Appoint one/two individuals to develop canned article
 - 1. Use W. Cochran article as model
 - 2. Modify by in-state rep for local use